

# Commonwealth of Virginia

## Application for **Re-certification** of School Security Officer

In order to conform to Virginia State Regulation 6 VAC 20-240, applications for re-certification of School Security Officers shall be received by the department at least 30 days before certification expiration. It is the responsibility of the individual to ensure re-certification applications are filed with the department.

Applicants for re-certification must complete 16 hours of in-service training during each 2-year period after initial certification. The in-service training must be School Security Officer related to include a legal update and other relevant topics approved by the department.

*Please print.*

School Security Officer Name:

School Division:

Assigned School:

*The School Security Officer indicated above has completed 16 hours of school security related training within the 2-year period following date of certification/re-certification. Course content of said training has met with the approval of the Virginia Center for School Safety within the Virginia Department of Criminal Justice Services. **Copies of the necessary PIC forms/documentation to show proof of participation are attached.** I, the undersigned, do hereby certify that all entries on and attachments to this application are true and complete. I understand that all information on this application is subject to verification.*

*Regulation 6 VAC 20-240 requires School Security Officers to receive a legal update as part of the training requirement toward recertification.*

\_\_\_\_\_ (Please initial) *Yes, the officer has received a school safety/security legal update as indicated on the attached credit assignment documentation.*

Name: \_\_\_\_\_  
(School Security Officer Contact Person)

Signature (for hard copy submission): \_\_\_\_\_

Date: \_\_\_\_\_

Please submit completed application to: Melissa Leigh, [melissa.leigh@dcjs.virginia.gov](mailto:melissa.leigh@dcjs.virginia.gov), Virginia Center for School Safety, Dept. of Criminal Justice Services, 202 N. Ninth St., 10<sup>th</sup> floor, Richmond VA 23219, FAX: (804) 692-0948 TEL: (804) 786-8467.